

Hull & East Yorkshire Local Enterprise Partnership

Employment and Skills Board

Draft Minutes of the Board meeting held on Monday 26th February 2024, 9.30 am – 12
 at Rollits LLP, 58, High Street, Hull, HU1 1QE.

Attendance

Board Members

Jane Adamson (JAd) (Chair)
 James Hardstaff (JHa)
 Liz Hutchinson (LHu)
 Sharon Gamble (SGa)
 Rod Chambers (RCh)
 David Gent (DGe)
 Pat Coyle (PCo)
 Bill Meredith (BMe)
 Michelle Peacock (MPe)
 David Gent (DGe)
 Mark Burley (MBu)
 Iain Elliott (IEI)
 Richard Stockton (RSt)
 Becki Hamnett (BHa)
 Anna Bennett (ABe)
 Catherine Bishop (CBi)
 Paul Rands (PRa)

Observers

None.

Guests

Ella Wardleworth-Phillips (EW-P)
 Careers and Enterprise Company

Secretariat

Teresa Chalmers (TCh)
 Chris Howell (CHo)
 Fiona Headridge (FHe)
 Carl Southcoat (CSo)
 Stacey Alexander (SAI)

1.	<p>Welcome & Introductions</p> <p>JAd welcomed Board Members.</p>
2.	<p>Apologies</p> <p>Apologies had been received from Andy Crossland (ACr); Claire Watts (CWa); Alex Codd (ACo); Nikki Davies (NDa); Sarah Bone (SBo); Sue Balthazaar (SBa); James McIntosh (JMc) and Laura Botham (LBo).</p>
3.	<p>Declarations of Interest</p> <p>All members were asked to declare an interest in any arising items.</p> <ul style="list-style-type: none"> JAd declared an interest on agenda item 6, Paper A, specifically details relating to the Inclusive Careers project.

4.	<p>Minutes of the previous meeting and matters arising</p> <p>The minutes were agreed as a true and accurate record.</p>
5.	<p>HEY Devolution update</p> <p>TCh updated the Board on progress with the proposed HEY devolution deal: Hull and East Yorkshire devolution deal - GOV.UK (www.gov.uk)</p> <p>The process is currently at the public consultation stage and Board members were encouraged to respond in both personal and professional capacities.</p> <p>LEP integration discussions are ongoing with the local authorities and LEP Chair. Details of which will be shared once confirmed.</p>
6.	<p>HEY LEP Employment & Skills function transition and governance</p> <p>In preparation for the closure of the LEP on 31st March 2024 a series of recommendations relating to business continuity and ongoing governance arrangements were put to the Board.</p> <p>JAd declared an interest in the “Inclusive Careers” project which is being delivered on behalf of the NHS Humber and North Yorkshire Health and Care Partnership.</p> <p>The Board considered the following recommendations:</p> <p>Recommendation 1: The HEY LEP Employment and Skills team continues to lead on the work of the Employment & Skills Board working groups (Skills Network; Career Aspirations; Apprenticeship & Technical Education; Talent Forum and Digital Skills Partnership) until the establishment of a Combined Authority (subject to the outcome of the public consultation) at which point the arrangement will be reviewed. Decisions on future activity beyond this point will be taken by the new Combined Authority Employment & Skills Board.</p> <p>In addition to the above, CHo explained to the Board that there will be a new focus for the Employment & Skills team and the new Employment & Skills Board formed under the Combined Authority (pending the results of the public consultation) on Adult Education Budget (AEB) “readiness” and the devolved responsibility for its commissioning.</p> <p>Board decision – recommendation 1: The Board approved the recommendation and acknowledged the additional responsibility for AEB “readiness”.</p> <p>Recommendation 2: The HEY LEP Employment and Skills team continues the stakeholder consultation exercise on the evolution of the Digital Skills Partnership and that this focusses on ensuring details of partners’ existing work is captured, opportunities for added value are identified and the proposals for a refreshed Terms of Reference is aligned with central government policy to ensure future opportunities can be maximised.</p>

Board decision – recommendation 2: The Board approved the recommendation.

Recommendation 3: Responsibility and management of existing Employment & Skills related contracts are retained within the Employment & Skills team in line with the continuation of the Employment and Skills (Strategic Skills Hub) function under the auspices of the Accountable Body (Hull City Council). Specifically, these contracts include:

- HEY Careers Hub contract delivery on behalf of the Careers & Enterprise Company
- Inclusive Careers project delivery on behalf of the Humber and North Yorkshire Health & Care Partnership
- Labour Market Participation Trials on behalf of the Behavioural Insights Team in partnership with the CIPD [*to be confirmed*].

PCo queried whether entering into new contracts was appropriate at this juncture and whether this activity should be paused. CHO explained that the HEY LEP has been selected as one of several partners to undertake Labour Market Participation Trials and that its withdrawal would impact on the delivery of the wider project.

Board decision – recommendation 3: The Board approved the recommendation.

Recommendation 4: Responsibility for the ongoing management, maintenance and use of licenced products financed by the HEY LEP Employment & Skills team to remain with the HEY LEP Employment & Skills team until the establishment of a Combined Authority (subject to the outcome of the public consultation) at which point the arrangement will be reviewed. These products are:

- Website hosting, maintenance and licencing for the HEY Workforce website
- EMSI / Lightcast (Labour Market Intelligence tool)

Board decision – recommendation 4: The Board approved the recommendation.

Recommendation 5: The Employment & Skills Board notes the decision relating to funding made by the HEY LEP Board at its meeting in January 2024 in which it agreed to support the use of Humber reserves for the Business Day and place-based work. This incorporates the ringfencing of Employment & Skills related reserve funding for the purposes it was originally assigned.

Board decision – recommendation 5: The Board noted the decision made by the HEY LEP Board relating to use of Humber LEP reserves.

Recommendation 6: The Employment & Skills team continue conversations with The Quality in Careers Standard about the options of relicensing as a Combined Authority and explore a new delivery method.

Board decision – recommendation 6: The Board approved the recommendation.

	<p>Recommendation 7: The Employment & Skills Board notes the HEY LEP Board recommendation that the work done by the HEY LEP team on Equality & Diversity is continued and used as the basis for EDI in the Combined Authority (subject to the outcome of the public consultation).</p> <p>Board decision – recommendation 7: The Board approved the recommendation.</p>
7.	<p>HEY Careers Hub performance report</p> <p>The Board was joined by EW-P from the Careers & Enterprise Company who gave an update on the strategic aims and objectives of the Careers and Enterprise Company. EW-P also confirmed that the Careers and Enterprise Company was supportive of the recommendation made in Paper B relating to the transfer of the HEY Careers Hub governance from the current Employment & Skills Board to the new Employment & Skills Board to be established under the Combined Authority.</p> <p>FHe presented the HEY Careers Hub performance report noting in particular the identified risk items of maintaining Enterprise Advisers and the percentage of institutions achieving all eight Gatsby Benchmarks. A churn in Enterprise Advisers (which is both expected and usual) and the onboarding of additional schools at the start of the 2023/24 academic year were identified as being the cause of these particular key performance indicators being below target at this reporting stage. The Careers Hub team continues to engage new employers as Enterprise Advisers and expects performance against institutions achieving all eight benchmarks to improve as schools new to the Hub are given time to embed the support received.</p> <p>Recommendation: On closure of the HEY LEP and the HEY LEP Employment & Skills Board, HEY Careers Hub governance is transferred to the new Employment and Skills Board to be established under the Combined Authority.</p> <p>Board decision: The Board approved the recommendation.</p>
8.	<p>HEY Workforce Development Annual Report</p> <p>CSo presented the Employment & Skills team’s Annual Workforce Development Report noting in particular:</p> <ul style="list-style-type: none"> • Discrepancies between the number and type of apprenticeships advertised on the Government’s “Find an apprenticeship” website and those available in HEY • A continued demand for apprenticeships from local employers • New workforce development and upskilling support programmes now available through Hull and East Riding local authority UK Shared Prosperity Funding programmes • A persistent reluctance amongst employers to engage with T-levels

	<ul style="list-style-type: none"> An increase in demand from employers for support from the Workforce Development Business Adviser (WDBA) to recruit an apprentice for the first time, registering with the Digital Accounts Service and apprenticeship levy.
9.	COMFORT BREAK
10.	<p>HEY LEP and HEY LSIP Employability Skills activity</p> <p>CHo summarised recent development work by both the HEY LEP and HEY LSIP teams on the theme of employability skills.</p> <p>Progressing the employability skills theme is a key objective for both the HEY LEP Career Aspirations group and the HEY LSIP.</p> <p>The HEY LEP and HEY LSIP teams have collaborated recently on a joint Skills Network / LSIP event and require respective Board input to determine next steps.</p> <p>CHo gave details of the scenarios detailed in the options paper and explained why the HEY LEP Employment and Skills team and HEY LSIP teams were recommending their preferred option.</p> <p>Recommendation: The Board endorses Option 3 detailed in the “Employability Skills Passport Options Discussion Paper” (appendix 1 of Paper D). This is the preferred approach as the “Hybrid Model” is equivalent to the Humber LEP Employability Skills Passport Framework and is consistent with the approach the Career Aspirations group wishes to take in line with the aims and objectives set out in its Terms of Reference.</p> <p>Board decision: The Board approved the recommendation.</p> <p>Recommendation: The Board to note that both the Employment & Skills Board and the HEY LSIP Board are to consider the “Employability Skills Passport Options Discussion Paper” and that a consensus must be achieved between both boards on the action to be taken.</p> <p>Board decision: The Board noted the recommendation.</p>
11.	<p>Advanced British Standard</p> <p>In October 2023 the Prime Minister announced plans for the Advanced British Standard. This is a new baccalaureate style qualification for 16–18-year-olds which brings together A-Levels and T-Levels around a single qualification.</p> <p>The government are currently consulting on the proposals. The consultation closes on 20th March and Board members are encouraged to respond.</p>

12.	<p>HEY LSIP</p> <p>RCh updated on progress being made by the HEY LSIP.</p> <p>The LSIP is currently in its delivery phase and is focussing on the following key themes:</p> <ul style="list-style-type: none"> • Employability Skills • Recruitment of training and education professionals • Accessibility to information about career pathways and LMI • Lack of appreciation of funding is available to support workforce development • Careers, education, information and guidance and how this can be improved • Skills gaps in technical skills <p>Each of the above themes will be the subject of a forum including employers, providers and intermediaries.</p> <p>The LSIP has also created five industry sector working groups:</p> <ul style="list-style-type: none"> • Agri skills • Health & social care • Manufacturing • Construction • Engineering construction <p>Outcomes of the forums will be incorporated into the LSIP report for the Department for Education.</p> <p>A member of each sector group will be invited to sit on the HEY LSIP Board.</p> <p>The LSIP acknowledges that other sectors not covered by the above forums are also important and that cross cutting skills requirements such as business support services are critical to their success.</p>
13.	<p>Work Well submission</p> <p>JAd updated the Board on progress with the Work Well submission.</p>

	<p>Work Well is a national government initiative which presents an opportunity to secure funding for local areas to support residents return to work particularly those suffering from ill health.</p> <p>The submission covering the HEY region was made by the NHS Humber and North Yorkshire Health and Care Partnership and covers the entire Integrated Care Board geographical footprint. The rationale for this geographical coverage was strong and is based on evidence of localised travel to work and residency data.</p> <p>The submission focusses on:</p> <ul style="list-style-type: none"> • Mental health • People aged 18-24 • People aged 50 and over <p>In total, the above three categories amount to c.40k residents.</p> <p>A decision on whether the submission has been successful is expected in April.</p>
14.	<p>E&SB working group updates</p> <p>CHo updated on working group activity:</p> <ul style="list-style-type: none"> • Skills Network – the HEY LEP and HEY LSIP collaborated on a joint Employability Skills event. The event brought together stakeholders from across all sectors to discuss the importance of employability skills, review existing methods of recording and showcasing them and consider ways of promoting them with employers. Findings from the event will inform both LSIP activity and the review of the HEY LEP Employability Skills Passport Framework. • Career Aspirations Group – the group is busy preparing for the next careers and employability professionals CPD event on the theme of the “digital and tech” sector. The event will be held at C4Di in Hull and delegates will gain insight into the local digital and tech sector, cyber security, digital infrastructure and data science & artificial intelligence. • Apprenticeship & Technical Education group – Iain Elliott, Chief Executive at HETA is the new group Chair. The group is jointly assessing the proposed action plan developed from the commissioned research into apprenticeship participation. • Digital Skills Partnership – The stakeholder consultation exercise on the evolution of the Digital Skills Partnership continues. The Employment & Skills team will collate partner feedback into a briefing paper and share this with local authorities for consideration of fit with Combined Authority plans.

	<ul style="list-style-type: none"> • Talent Forum – the Talent Forum met on 7th February and covered topics including hybrid working, culture and ESG.
15.	<p>Celebration and thanks</p> <p>CHo gave a brief summary of key achievements of the Employment & Skills Board and Employment & Skills team since its inception, thanking both the HEY LEP’s Employment & Skills team and Board members for their hard work, commitment, dedication and support without which these achievements would not have been possible.</p>
16.	<p>Any other business</p> <ul style="list-style-type: none"> • JAd thanked BMe for his support to the Board and wished him well on his retirement. • The Board also extends its thanks and best wishes to LHu who is also retiring.
17.	Close
Items for Information	
	Glossary of Terms

Signed:

Jayne Adamson
 Chair